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ABSTRACT

In support of the United States Naval Academy's program in international relations, library reference staff developed an instruction unit featuring appropriate research guides and a videotape produced at the Naval Academy Educational Resource Center. The videotape illustrates a sample search strategy and then highlights the use of four basic information sources: (1) the card catalog for book information; (2) "Social Sciences Index" for periodical information; (3) "CIS Index" for government documents; and (4) the Defense Technical Information Center (DTIC) computerized file for technical papers. Development of the library instruction unit began with the drafting of a preliminary set of objectives which were then discussed with members of the political science department. The instructional package was completed in summer 1981, previewed by faculty members, and used by 24 class sections during the 1981-82 academic year. A brief questionnaire was also developed and distributed to a random selection of classes that had used the instructional package during the fall semester to stimulate feedback and evaluation. This report discusses the design of the instructional package, its use, and its evaluation. A concluding section discusses possible future programs and developments. Appendices provide a list of the preliminary objectives; copies of three research guides, including one listing specific sources of information relating to the Soviet Union; and a sample questionnaire. (ESR)

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INTERNATIONAL RELATIONS LIBRARY INSTRUCTION UNIT

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22 March 1983

IR050329

ABSTRACT

The U.S. Naval Academy has an active program in international relations. In support of this, the Reference Staff of the Nimitz Library has developed a library instruction unit geared to international relations. This unit features a videotape produced at the Naval Academy Educational Resource Center and appropriate research guides. Following initial use Fall Semester 1981, the program was evaluated by introductory and advanced level political science students. This report documents the development of the program, its use, and evaluation.

BACKGROUND

During Academic Year 1980-1981, the Reference staff of the Nimitz Library conducted library briefings for ten Political Science classes. The subject material was geared to international relations, with the method of presentation modeled after the library tour already in use for the English and History Department briefings. While Political Science faculty members used this service, it was felt from the number of questions handled at the Reference Desk that instructional efforts could be expanded. A study was then made during Spring Semester 1981 of the various possibilities in which bibliographic instruction could be effectively utilized in the Political Science Department.

It was discovered that while the majority of courses taught at the Naval Academy in the international relations area do not have a course prerequisite, "FP 210, Introduction to International Relations," is considered the foundation course and is required of all Political Science majors. For this reason, FP 210 was selected as the key course for library instruction. After meeting on an informal basis with several Political Science instructors, a Reference Librarian drew up a preliminary set of objectives and discussed them with the Chairman of the Department. The objectives (Appendix 1) were then distributed to the faculty, and a formal meeting was held to establish final plans. The instructional package was completed during the summer months and previewed by FP 210 faculty before Fall Semester 1981. As anticipated (and hoped for), Political Science library instruction increased, with 24 sections using the instructional package during Academic Year 1981-1982. Finally, in order to stimulate evaluation and feedback, a brief questionnaire was developed and distributed to a random selection of classes that had used the instructional package during the Fall Semester.

The following sections of this report will discuss the design of the instructional package (Section 2), its use during Academic Year 1981-1982 (Section 3), and its evaluation (Section 4). The concluding section (Section 5) will discuss possible future programs and developments.

DESIGN

In order to understand the why and wherefore behind the design of the FP 210 Library Instructional Package, it is necessary to consider the type of student who registers in this course. Midshipmen taking FP 210 are generally either in the 3/c year and intend to be Political Science majors or they are in the 1/c or 2/c years (usually Science/Engineering majors) registering as an elective. Because of this diversity, the Political Science Department began in Academic Year 1981-1982 designating certain sections of FP 210 for majors only. This actually facilitated planning a long range instructional program since it targeted midshipmen at the beginning of their major. Majors could then benefit throughout their entire study and could be introduced to more specialized tools and research techniques in later courses.

Another important factor in the student profile is that midshipmen generally have some sort of exposure to the Library through plebe English or History assignments. Therefore, the majority of those registered in FP 210 feel they know something about library research. As a result, the proposed instructional package needed to include enough basic information to fill in the gaps for those with less library experience, yet not be overly simplistic or too repetitious of previous library briefings.

There were three basic goals in designing the FP 210 Instructional Package. The first goal was to illustrate the intellectual process behind a search for information. This involved showing how to break a topic down into key concepts and linguistically analyzing those concepts for possible subject access points.

The second goal was to outline the various types of information resources and to demonstrate how the different types work together to provide systematic coverage of the literature. The third goal was to familiarize midshipmen with the basic library resources of the discipline, international relations.

The format of the instructional package consisted of a videotape and two handouts. The videotape illustrated a sample search strategy for a topic geared to international relations/foreign affairs. Through the search strategy, midshipmen were shown how to analyze a topic for its key concepts and translate those concepts into subject access points (Goal 1). The tape then highlighted four basic types of information sources (books, periodicals, government documents, and technical reports) and explained through using the sample topic how the four fit together to provide systematic coverage of the literature (Goal 2). Operating on the assumption that "less is more," the videotape discussion was limited to only four categories of information sources and focused upon one representative tool from each category.[1]

Videotape format was selected for several reasons. Since the presentation was to focus on the dynamics of a thought process and methodology, a format was needed that could be both informative as well as exciting and interesting. In addition, it was desired to develop an instructional package that the entire Reference staff could use for FP 210 briefings requiring a minimum of individual preparation during the academic year. Finally, the videotape format offered flexibility in use unavailable with other formats. It could be shown in the ERC Preview Room, channeled directly into classrooms via a television monitor or viewed by individual midshipmen in the Library AV Room.

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[1]Resources discussed in the videotape were: card catalog for book information (emphasis upon subject approach); Social Sciences Index for periodical information; CIS Index for government documents; and DTIC for technical report information.

Two handouts were designed to accompany the videotape. The first handout (Appendix 2) was an annotated research guide that listed the important library resources in international relations (Goal 3). Based upon the four categories discussed in the videotape, it offered more comprehensive coverage and included several categories of information not discussed in the tape, e.g., statistical sources and background information sources. The second handout (Appendix 3) reproduced the major index/card catalog examples discussed in the tape. Since the tape did not go into the nitty-gritty of deciphering citation or index entries, this handout explained in detail the different elements in a citation and would later serve the student as a reference sheet.

Because the instructional package centered around a videotape and handouts, library briefings could be held in the classroom or in the ERC Preview Room. In either case, a Reference Librarian would conduct the briefing. Faculty were encouraged, however, to schedule briefings in the ERC Preview Room since the Librarian could conclude the presentation with a 5-minute orientation tour of the Library.

The importance of the Librarian needs to be emphasized. While the instructional package was designed so any Reference Librarian could use it with a minimum of advanced preparation, it was never designed to be a substitute for the personal contact of a Librarian. Since the videotape lasted only 20 minutes, there was sufficient time following the tape for a question and discussion period. In several respects this, perhaps, was the most important part of the briefing since midshipmen could ask questions relating to their specific research needs through which the Librarian could reinforce the techniques presented in the tape.

USE DURING ACADEMIC YEAR 1981-1982

A total of 24 Political Science sections scheduled library briefings during Academic Year 1981-1982. Of the 24 briefings, 11 were in FP 210, with the remaining

13 in 300 or 400 level Political Science courses. Table 1 summarizes the use for each semester.

Although the instructional package was not geared specifically to the majors sections of FP 210, it was felt that majors would be most likely to have research assignments and require a formal library briefing. During Academic Year 1981-1982, there were six sections of FP 210 designated for majors. That five of these sections scheduled library briefings seems to substantiate the hypothesis that these particular sections require research.

The remaining FP 210 briefings were to sections of non-majors having research assignments. Interestingly, there were several sections of FP 210 that did not have research papers, yet the professor requested copies of the research guide to support a series of brief library assignments.

One unexpected, but very pleasant, development was the use of the instructional package in advanced-level Political Science courses. Approximately 55% of the briefings were given to non-FP 210 sections (see Table 1). As mentioned under the section on Background, the majority of courses offered in the international relations area do not have a course prerequisite; consequently, there are midshipmen in these courses who have not taken FP 210. Since the content of the videotape can easily be adapted for library research in more specialized international relations courses, faculty teaching advanced-level courses can easily schedule library briefings that incorporate the videotape. During Academic Year 1981-1982, many of these advanced-level presentations (FP 367 and FP 370) were for courses focusing upon the Soviet Union. To accommodate this special interest, an additional research guide was created that listed resources relating specifically to this topic (Appendix 4).

Finally, the ease with which the tape could be shown in the classroom undoubtedly appealed to some faculty. Of the 24 briefings, 60% (15 presentations)

TABLE 1

Courses Using the Library Instructional Package
Academic Year 1981-1982

Course	Fall Semester	Spring Semester	TOTAL
FP 210	7 Sections	4 Sections	11 Sections
FP 220	1 Section	-----	1 Section
FP 367	3 Sections	-----	3 Sections
FP 371	2 Sections	-----	2 Sections
FP 437	1 Section	-----	1 Section
FP 313	-----	2 Sections	2 Sections
FP 314	-----	2 Sections	2 Sections
FP 370	-----	2 Sections	2 Sections
TOTAL	14 Sections	10 Sections	24 Sections

FP 210 Introduction to International Relations
FP 220 Political Science Methods
FP 367 Soviet Political and Military Systems
FP 371 Asian International Politics
FP 437 International Organizations
FP 313 Science, Technology, and International Relations
FP 314 Formulation of U.S. Foreign Policy
FP 370 Soviet Foreign Policy

were in the ERC Preview Room with 40% (9 presentations) held in the classroom. Significantly, of the 9 classroom presentations, 8 were for non-FP 210 courses. One concludes from this that faculty teaching advanced-level course work feel their students need instruction in library research methodology but do not need a library orientation-type tour.

EVALUATION

In order to obtain feedback on the effectiveness of the instructional package, a brief questionnaire was developed (Appendix 5). This was distributed during Fall Semester 1981 to 7 Political Science sections as follows:

2 sections of FP 210 Political Science majors
2 sections of FP 210 non-Political Science majors
3 sections of a 300-level Political Science course

Because the questionnaire was handed out 6-8 weeks after the class briefing, midshipmen had plenty of time to start their research and were, therefore, better able to judge the helpfulness of the videotape and research guide.

Summarized in a nutshell, the majority of midshipmen (88%) agreed or strongly agreed that the videotape and research guide had introduced them to resources they otherwise would have been unfamiliar with (Table 2).

TABLE 2

Evaluation - Question 1

The videotape and research guide introduced you to new library resources that you otherwise would have been unfamiliar with.

Category	Section						TOTAL	
	FP 210 Majors Sections		FP 210 Non-Majors Sections		FP 300-Level Sections			
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
0	0	0	0	0	3	5.77	3	2.34
1	0	0	0	0	3	5.77	3	2.34
2	2	5.41	2	5.13	6	11.54	10	7.81
3	13	35.14	26	66.67	29	55.77	68	53.13
4	22	59.45	11	28.20	11	21.15	44	34.38
TOTAL	37	100.00	39	100.00	52	100.00	128	100.00

Category Explanation

0 = not applicable
1 = strongly disagree
2 = disagree
3 = agree
4 = strongly agree

Ninety-five percent agreed or strongly agreed that the videotape presentation was clear (Table 3).

TABLE 3

Evaluation - Question 2

The material presented in the videotape was clear.

Category	Section						TOTAL	
	FP 210 Majors Sections		FP 210 Non-Majors Sections		FP 300-Level Sections			
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
0	0	0	0	0	3	5.77	3	2.34
1	0	0	1	2.56	0	0	1	0.78
2	0	0	1	2.56	2	3.85	3	2.34
3	22	59.46	26	66.67	34	65.38	82	64.07
4	15	40.54	11	28.21	13	25.00	39	30.47
TOTAL	37	100.00	39	100.00	52	100.00	128	100.00

Category Explanation

0 = not applicable

1 = strongly disagree

2 = disagree

3 = agree

4 = strongly agree

Eighty-six percent agreed or strongly agreed that the information presented in the videotape would be helpful in other courses (Table 4).

TABLE 4

Evaluation - Question 3

If you intend to take additional Political Science courses, the information presented in the videotape will be helpful in these other courses.

Category	Section						TOTAL	
	FP 210 Majors Sections		FP 210 Non-Majors Sections		FP 300-Level Sections			
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
0	0	0	2	5.13	8	15.38	10	7.81
1	0	0	1	2.56	3	5.77	4	3.13
2	0	0	1	2.56	3	5.77	4	3.13
3	9	24.32	28	71.80	26	50.00	63	49.22
	28	75.68	7	17.95	12	23.08	47	36.71
TOTAL	37	100.00	39	100.00	52	100.00	128	100.00

Category Explanation

0 = not applicable

1 = strongly disagree

2 = disagree

3 = agree

4 = strongly agree

These results are even more significant when considering that some of the respondents in the 300-level course were majors who had library experience doing papers for other Political Science courses. It is interesting to note that in the majors sections of FP 210, 95% agreed or strongly agreed the videotape and research guide had been helpful, and 100% agreed or strongly agreed the instructional package would help them with other Political Science course work.

As previously mentioned, the majority of midshipmen registered in FP 210 are in at least the third class year and have had some exposure to the Library. The diversity of experience in library research means instruction must provide the basics for those with less library experience but include enough so that more sophisticated library users also acquire new skills. Questions 4 and 5 of the evaluation form (Tables 5 and 6) were an attempt to measure which sections of the videotape were repetitious of previous library experience. According to Table 5 (question 4), nearly 100% of the midshipmen in the seven sections said they were familiar with the card catalog; 84% said they were familiar with periodical indexes.

TABLE 5

Evaluation - Question 4

Prior to seeing the videotape, were you familiar with how to use:

Card Catalog (yes) (no)
Periodical Indexes (yes) (no)
Government Documents (yes) (no)
Technical Reports (yes) (no)

Category	Section						TOTAL	
	FP 210 Majors Sections		FP 210 Non-Majors Sections		FP 300-Level Sections			
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Card Catalog								
yes	37	100.00	37	94.87	51	98.08	125	97.66
no	0	0.00	1	2.56	0	0.00	1	0.78
Periodicals								
yes	31	83.78	33	84.62	43	82.69	107	83.59
no	5	13.51	5	12.82	8	15.38	18	14.06
Government Documents								
yes	8	21.62	8	20.51	13	25.00	29	22.66
no	29	78.38	31	79.49	36	69.23	96	75.00
Technical Reports								
yes	0	0.00	3	7.69	11	21.15	14	10.94
no	37	100.00	36	92.31	38	73.08	111	86.72
Sample Size	N = 37		N = 39		N = 52		N = 128	

Percent = Percent of Sample Size (N)

[(Note:) In some cases, the entire sample size (N) did not respond to the question. Since the percentages were based on the entire sample size (N), there will be instances when the individual categories do not equal 100.00%, e.g., the card catalog response for the FP 300 section.]

This is not terribly surprising since Plebe History and English assignments generally rely on these types of resources. However, these results should be compared with those of question 5. This question (Table 6) attempted to measure which sections of the videotape midshipmen found most informative and least informative.

Table 6

Evaluation - Question 5

Each of the library materials (card catalog, periodical indexes, government documents, technical reports) was covered by a section in the videotape. List the sections you found to be most informative _____, least informative _____.

Category	Section						TOTAL	
	FP 210 Majors Sections		FP 210 Non-Majors Sections		FP 300-Level Sections			
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Card Catalog								
most	8	21.62	10	25.64	17	32.69	35	27.34
least	8	21.62	14	35.90	16	30.77	38	29.69
Periodicals								
most	15	40.54	11	28.21	13	25.00	39	30.47
least	4	10.81	11	28.21	16	30.77	31	24.22
Government Documents								
most	20	54.05	22	56.41	20	38.46	62	48.44
least	5	13.51	3	7.69	5	9.62	13	10.16
Technical Reports								
most	14	37.84	17	43.59	13	25.00	44	34.38
least	11	29.73	15	38.46	11	21.15	37	28.91
Sample Size	N = 37		N = 39		N = 52		N = 128	

Percent = Percent of Sample Size (N)

Although nearly 100% said they were already familiar with the card catalog, 27% also said they found the card catalog section to be the most informative section. Similarly, 84% were familiar with periodical indexes, yet 30% found periodicals the most informative section.

Conversely, 75% stated that before viewing the tape they were unfamiliar with government documents, and 87% said they had been unfamiliar with technical reports. Likewise, a higher percentage found these sections of the videotape to be the most informative (48% for government documents and 34% for technical reports).

Feedback from faculty was obtained informally and was also very positive. One professor commented that he actually learned something new from the presentation. Another said that he felt the presentation had made a big difference in the quality of research turned in by his students. Still another faculty member mentioned that several midshipmen in his section of FP 210 majors had made a special comment on the semester course evaluation about the usefulness of the library briefing.

CONCLUSION

The experience and feedback from Academic Year 1981-1982 provides a strong foundation from which to make future plans. First, the strongest core of potential users are the majors sections of FP 210. Faculty teaching these sections should be contacted and made aware of library instructional services. In addition, faculty teaching non-majors sections of FP 210 should be contacted as much as possible and encouraged to request library briefings when assigning research projects. New faculty will be especially important to contact. For example, one new faculty member did not schedule a briefing because his classroom did not have a television monitor. Unfortunately, he did not realize that ERC could install monitors if given sufficient notice.

The second area of potential development centers around the 300 - 400 level Political Science courses. Nimitz Library possesses a rich collection in international relations/foreign affairs. Many of these resources, though too specialized for the FP 210 introductory level, are certainly necessary for the FP 300 - 400 level. Source lists highlighting these specialized research/reference materials should be developed. These lists would focus on one aspect of international relations as featured in the Naval Academy Political Science curriculum. For example, based upon the presentations in Academic Year 1981-1982, source lists could be developed for the following areas:

Science, Technology and International Relations (FP 313)
Soviet Political and Military Systems (FP 367)
International Organizations (FP 437)

In order to avoid duplication of material, these source lists should be used in conjunction with the basic international relations research guide already developed for the instructional package. (See Appendix 4 for an example.)

Finally, the entire instructional package and source lists should be reviewed and updated on a regular basis. Faculty course requirements change, and there is a trend among college educators to require fewer research papers. With these points in mind, it will be necessary to maintain a close working relationship with the Political Science Department Chairman, as well as, individual faculty members.

One last thought remains. The complex connections between international relations and national security mean that midshipmen, as future naval officers, will be in a position where they must make responsible decisions. A crucial part of the decision-making process is locating correct, up-to-date information. A library instructional program should not only provide short-term assistance with a current assignment, but it should also have a long-range goal of

providing a conceptual awareness of how information is structured and located. It is hoped that the Political Science instructional package can contribute to this long-range purpose.

ACKNOWLEDGEMENTS

The success of the Political Science Instructional Program is due to the cooperation and input of the entire Reference staff. In particular, special thanks go to Barbara Parker, Bill McQuade, and Cathy Scicchitano.

Barbara Parker worked tirelessly on the videotape, and a large part of its quality is due to her input. Without her help and cooperation, the whole project not only would have taken a lot longer, but it would have been a lot less enjoyable.

After we started getting so many Soviet-oriented Political Science courses, Bill McQuade suggested we put together a list of resources focusing on the Soviet Union. He gets a special thank-you, because he also volunteered to compile this list.

Cathy Scicchitano, along with Barbara and Bill, helped out with the individual briefings. Thanks to them the Political Science library instruction of Academic Year 1981-1982 was of exceptional quality.

APPENDIX 1

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402
THE NIMITZ LIBRARY

Proposed Library Instruction Program - FP210

Objectives of Program

1. Students should be able to put together a logical search strategy, i.e. know what steps to take when and where.

2. Students should be able to locate materials on a topic through using the card catalog
   a. know how to use Library of Congress Subject Headings
   b. know how to decipher a card catalog card
      -description
      -notes
      -tracings
      -call number

3. Students should be familiar with basic reference sources appropriate for the study of international politics within the following generic categories
   -encyclopedias and dictionaries
   -periodical indexes
   -statistical sources
   -yearbooks
   -government documents

Methodology of Program

Basic objectives can be carried out with a combination of slide/tape program and handouts. The slide/tape program will highlight the salient points behind each objective with the handouts providing greater detail. One handout should be an annotated source list with a second handout reproducing the examples of the card catalog and index entries presented in the slide/tape. The slide/tape should focus on a sample topic appropriate for the course and demonstrate how to work through the individual research steps. If desired, a brief orientation-type tour of the library can be included.

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APPENDIX 2

RESEARCH GUIDE

INTERNATIONAL RELATIONS

This research guide describes some of the basic resources available in the Nimitz Library that will aid your study of international relations. The guide begins with sources that can provide general background material followed by sections describing how to locate information on your topic in books, periodicals, government documents, and technical reports. It concludes with a section that describes how to locate statistical material followed by a list of more specialized resources that you may also want to consult. Remember: This research guide is not a comprehensive list of resources. If you need help locating information on your topic, be sure to see the Reference Librarian on duty.

BACKGROUND MATERIAL

It often helps to start your research by getting an overview of your topic. This is especially true when the subject area is new to you and you need to somehow limit the scope of your topic. The following resources will help you to define your subject and will provide a good perspective of your topic.

Encyclopedia of American Foreign Policy. A collection of essays surveying the theories and policies important in the history of American foreign relations. This is the source to check when trying to find a summary of U.S. embargo policy, dollar diplomacy, theory of containment, etc. Note, too, that each essay concludes with a bibliography that can be a quick lead to additional sources of information. REF JX 1407 .E53

Europa Year Book, 1967-. Despite the title, this yearbook surveys all countries of the world. Includes a brief introductory section under each country highlighting recent history, government, economic affairs, social welfare, etc. This is followed by numerous statistical tables summarizing virtually every facet of the economy. Most countries conclude with a section listing political parties, diplomatic representation, religious groups, financial institutions, etc. Most recent edition is in the reference collection with back issues in the stacks. For further information, see "Statistical Sources" (below). REF JN 1 .E85

International Relations Dictionary. Provides brief definitions of phrases and terms currently in use. A big advantage of this dictionary is that it identifies political groups, international meetings, and reports important to the international political scene. A major help if you're trying to find what the Brandt Commission does or figure out the difference between Basket One and Basket Two of the Helsinki agreement. Most definitions conclude with notes citing additional sources of information. REF JX 1226 .U5 1978

Political Handbook of the World, 1928-. Check this source when you want a quick overview of a country's current political situation and government.

Includes summaries of current political issues, foreign relations, political parties, and legislative systems. Introductory section summarizes world and regional issues for the year covered. Most recent edition is in the reference collection with back issues in the stacks. REF JF 37 .P6

BOOKS: CARD CATALOG

The card catalog is an author, title, and subject index to the library's book collection. When you are looking for information on a particular country, simply look in the card catalog under the name of the country. If searching for books on other subjects, be sure to check the Library of Congress Subject Headings. This source will list the terms used to catalog books by subject and can save you time when you are trying to determine the most appropriate subject headings. Note that any term in boldfaced type can be used as a subject heading. You will find copies of the Library of Congress Subject Headings on the cases at either end of the card catalog.

PERIODICAL ARTICLES: GENERAL INDEXES

Index to U.S. Government Periodicals, 1970-. An index to periodicals issued by the Federal Government. Useful for locating articles in magazines published by the State and Defense Departments. TABLE 2

Public Affairs Information Service, 1915-. Indexes periodicals, selected government documents, and books dealing with public policy issues. An important index to check when searching for material on current policy and recent political developments. TABLE 2

Social Sciences Index, 1974-. A subject and author index to scholarly periodicals. Covers all facets of political science and international affairs. From 1965 to 1974, the Social Sciences Index was published as a part of the Social Sciences and Humanities Index; prior to 1965, the index was entitled International Index. TABLE 4

PERIODICAL ARTICLES: MORE SPECIALIZED INDEXES

ABC POL SCI, 1969-. Reproduces the tables of contents of numerous political science periodicals. Since articles are grouped under periodical title, make sure you check the subject index at the back of each volume to find relevant articles. INDEX SHELVES

International Political Science Abstracts, 1951 -. Indexes and provides summaries (i.e., abstracts) of political science articles published in periodicals of various countries. Abstracts are arranged by broad subject categories but there is a more specific subject index at the end of each volume. INDEX SHELVES

GOVERNMENT DOCUMENTS

CIS Index, 1970 - . Provides detailed indexing to all congressional publications. Includes committee hearings and prints as well as Serial Set documents. The "index" is divided into two volumes - a separate subject index volume which provides the entry number to the full citation found in the second volume, the abstract volume. Check the abstract for the Superintendent of Documents number which you will need in order to find out if Nimitz has this particular publication. NOTE: Because of the range of congressional committee work, this index is a "must" for virtually any topic in foreign affairs or international relations. DOC REF

Declassified Documents Reference System. A commercial service that indexes, abstracts, and reproduces selected documents declassified by the Federal Government. Contains numerous Defense Department, CIA, and State Department items with good historical background material on current world situations. The index and abstract parts are located in DOC REF. Copies of the actual documents are reproduced on microfiche available in the microtext reading room.

Monthly Catalog of United States Government Publications, 1930 - . Lists all publications issued by the Federal Government available through the Government Printing Office. Separate author, title, and subject indexes will provide you with the entry number to the complete citation. As with the CIS Index (above), use the Superintendent of Documents number (provided in the complete citation) to find out if Nimitz has a copy of the document. Since 1976 the terms used in the subject index of the Monthly Catalog are taken from the Library of Congress Subject Headings. DOC REF

TECHNICAL REPORTS

Technical reports are written to record the results of research sponsored or funded by the Federal Government. The Department of Defense is a major contractor of research and maintains a computerized file of its technical reports known as DTIC (Defense Technical Information Center). You can request a search of DTIC at the Reference Desk or Reports Office. You will receive a bibliography listing reports dealing with your subject and can order any reports you wish to read through the Reports Office. NOTE: Be sure to do this early in the semester since it takes approximately one week to receive the bibliography and three weeks to receive the reports.

STATISTICAL SOURCES

Europa Year Book, 1967 - . A good "first" place to check when searching for statistics on a particular country. Includes statistics on national accounts, foreign trade, transportation, education, employment, and industrial production. Arrangement is by country making this the source to check when searching for a country's statistical profile. Most recent edition is in the reference collection with back issues in the stacks. For further information see "Background Material" (above). REF JN 1 .E85

United Nations Statistical Yearbook, 1948 - . A standard compilation arranged by topic with statistics on trade, finance, production, national accounts, housing, education, etc. Most tables provide statistics for past 5 to 10 years as well as for most recent year available. Since arrangement is by topic, this is an especially useful source when you would like to compare several countries. Most recent edition is in the reference collection with back issues in the stacks. REF HA 12.5 .U63

MORE SPECIALIZED SOURCES

American Foreign Relations, 1971 - . Features a summary of major events crucial to U.S. foreign relations along with the texts of documents, speeches, presidential addresses, and other forms of official statements reflecting these events. The most recent edition is in the reference collection with back issues in the stacks. REF JX 231 .D61

Annual of Power and Conflict, 1974 - . Issued by the Institute for the Study of Conflict (London), this survey summarizes the internal developments of each country occurring during the year that are considered to be a threat to government stability. Focuses on revolutionary, subversive, and terrorist movements but also includes ethnic or religious movements that have significant influence. Most country descriptions include a chronology listing major political events of the year. The most recent edition is in the reference collection with back issues in the stacks. REF D 839 .A397

Chronologies of Major Developments in Selected Areas of Foreign Affairs, 1980 - . Issued for the House Committee on Foreign Affairs, this publication chronologically lists under broad topics the significant international events of the year. Provides no analysis but is useful as a quick overview of developments in U.S. foreign affairs. The most recent edition is in the reference collection with back issues in the stacks. REF D 839 .C49

Year Book of World Affairs, 1947 - . Contains survey articles written by academic specialists covering current trends and policies of the international political system. Recent volumes have had chapters covering such topics as Chinese foreign policy, foreign intervention in Africa, and dissent in post-Stalinist Russia. The most recent edition is in the reference collection with back issues in the stacks. NOTE: Volume covering 1971 contains a cumulative index to all preceding volumes. REF JX 21 .Y4

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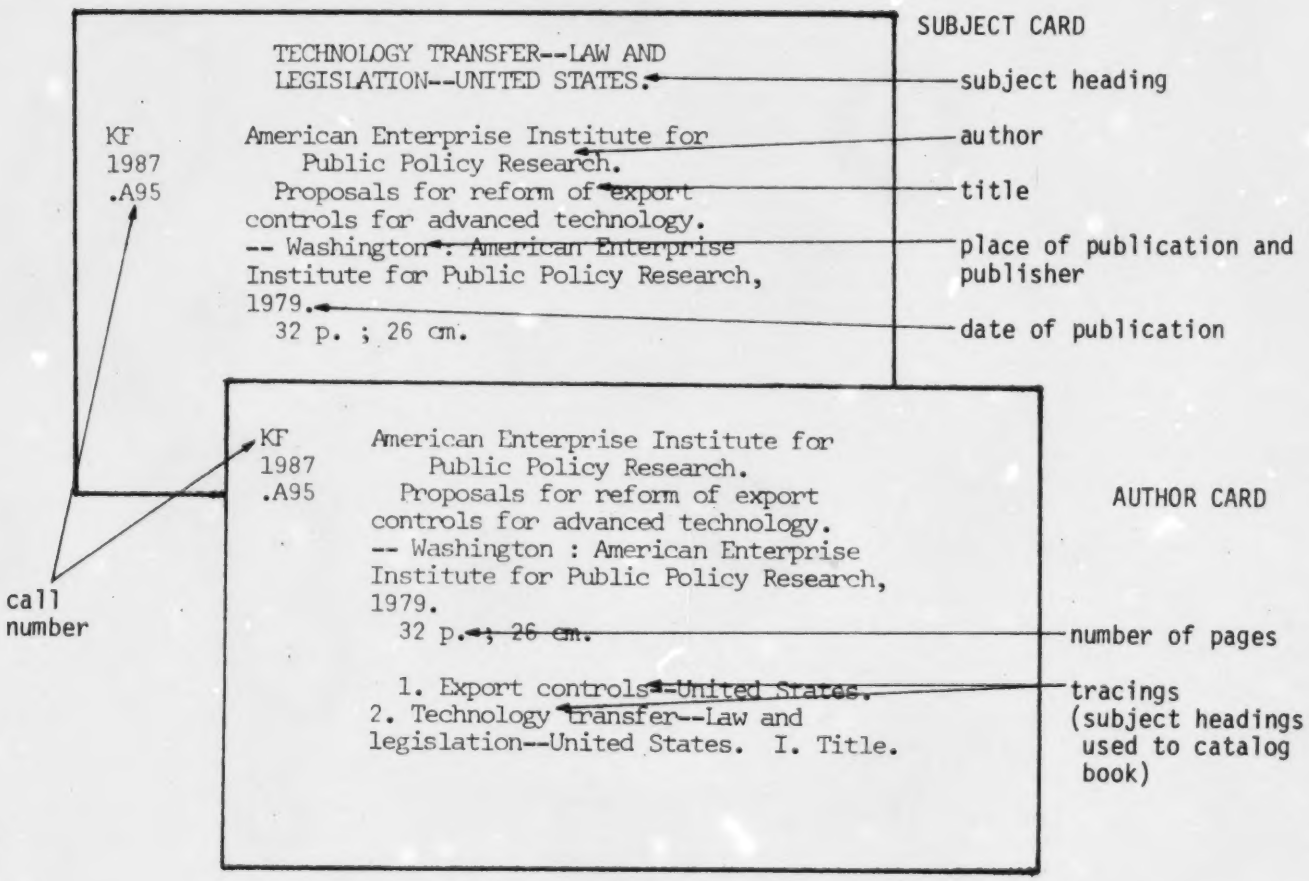
APPENDIX 3

LIBRARY OF CONGRESS SUBJECT HEADINGS

Technology in art
xx Art
Technology and the arts
Technology in literature
Technology transfer *(T174.3)*
sa Foreign licensing agreements
New products
Nuclear nonproliferation
Technological forecasting
Technological innovations
Technology--International cooperation
x Technological transfer
Transfer of technology
xx Diffusion of innovations
Foreign licensing agreements
Inventions
Research, Industrial
Technological forecasting
Technological innovations
Technology--International cooperation

sa more specific
xx more general
x terms you can forget

SAMPLE CARD CATALOG CARDS


SUBJECT CARD
TECHNOLOGY TRANSFER--LAW AND LEGISLATION--UNITED STATES.
subject heading
KF 1987 .A95
American Enterprise Institute for Public Policy Research.
author
Proposals for reform of export controls for advanced technology.
title
-- Washington : American Enterprise Institute for Public Policy Research, 1979.
place of publication and publisher
date of publication
32 p. ; 26 cm.
KF 1987 .A95
American Enterprise Institute for Public Policy Research.
Proposals for reform of export controls for advanced technology.
-- Washington : American Enterprise Institute for Public Policy Research, 1979.
AUTHOR CARD
call number
32 p. ; 26 cm.
number of pages
1. Export controls--United States.
2. Technology transfer--Law and legislation--United States. I. Title.
tracings (subject headings used to catalog book)

CIS INDEX

Technology transfer
Agric pest mgmt technology transfer to developing countries, J952-25, J952-26
Commerce Dept export licensing and control programs, extension and revision, S241-26, S241-27, S241-28
Deep seabed mineral resources dev, H561-19.3
Def technology export controls, S201-17.1
DOE intl aff programs, FY80 approp, H181-16.3
Dresser Industries oil drilling technology transfer to USSR, DOD review process, S401-18
East-West trade relations, CRS compilation, J842-7
Energy R&D technical exchange agreements, H181-15.2
Export controls and foreign policy, S241-4

entry in index volume →

S401-18 **TRANSFER OF TECHNOLOGY AND THE DRESSER INDUSTRIES EXPORT LICENSING ACTIONS.**
Oct. 3, 1978. 95-2.
iii+212 p. il. † CIS/MF/5
oItem 1037-A.
Y4.G74/9:T22/2.
MC 79-12371. LC 79-601386.

abstract for entry S401-18 →

Superintendent of Documents number →

Hearing before the *Permanent Subcom on Investigations* to evaluate the Federal review process for export applications with national security implications. Assesses DOD review of Dresser Industries license requests to transfer to the U.S.S.R. technology, data, and equipment required to construct oil drilling rock bit manufacturing plants, and to sell a concomitant computer-controlled electron beam welder.

Includes "Assessment of Rock Drill Bit Technology" (Bucy Report), J. Fred Bucy, Jr. (Def Science Bd) rpt on Dresser Industries export applications, prepared for DOD, Aug. 24, 1978 (p. 6-10).

SOCIAL SCIENCES INDEX

an article titled "Technology Exports and National Security" written by M. J. Mountain, published in the Fall 1978 issue of Foreign Policy on pages 95 to 103 →

Technology transfer —*cont.*
Serving the new needs of Peking. M. Liu. Far E Econ R 101:-36-7 Jl 7 '78
Sharing in technological development. L. V. Chico. Int Develop R 19 no4:focus 7-10 '77
Some aspects of technology transfer and direct foreign investment. R. Findlay. Am Econ R Pa & Proc 68:275-9 My '78
Technological dependence in the Andean group. L. K. Mytelka. Int Org 32:101-39 Wint '78
Technology and economic dependency: an institutional assessment [with reply by J. Adams] T. R. De Gregori. JEI 12:467-76, 497-500 Je '78
Technology exports and national security. M. J. Mountain. For Pol no32:95-103 Fall '78
Technology for the poor. Economist 269:118 N 18 '78
Technology transfer to the Soviet Union. P. Hanson. bibl Survey 23:73-104 Spr '77-78
Toward a communalist approach to national development planning. R. H. Brown. Pub Adm R 38:262-7 My '78

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APPENDIX 4

RESEARCH GUIDE

SPECIFIC SOURCES RELATING TO THE SOVIET UNION

REF AE5 . B58	Great Soviet Encyclopedia
REF AE5 .M27	Marxism, Communism & Western Society: A Comparative Encyclopedia
REF DK17 .G67	Scholars' Guide to Washington, D.C. for Russian/ Soviet Studies
REF DK17 .L46	The Soviet Union: Figures - Facts - Data
REF DK18 .K43	Area Handbook for the Soviet Union
REF DK266 .A2S5	The Soviet Union & Eastern Europe (Annual)
REF G2111 .J1U5	USSR Agriculture Atlas
REF HA1446.U17	USSR Facts & Figures Annual
REF HX1 .Y4	Yearbook on International Communist Affairs
REF UA770 .M46	Russian Military Power
REF UA770 .S657	Soviet Armed Forces Review Annual

Periodicals

Soviet News and Propaganda Highlights (monthly reports from the Red Star, official newspaper of the Soviet defense establishment)

Soviet Military Review

Soviet Naval Digest

Soviet Life

WM
9/8/81

APPENDIX 5

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402
THE NIMITZ LIBRARY

Several weeks ago your class viewed the videotape FP 210 Library Resources and you received a copy of the International Relations Research Guide. By now you have had a chance to start your research and to use some of the techniques and resources suggested in the tape and in the research guide.

We would greatly appreciate a few minutes of your time to tell us if this program has been helpful. Please feel free to add any further comments or suggestions.

Thank you,
Reference Staff
Nimitz Library

Please respond to the statements below by recording one of the following numbers after each statement:

0 not applicable
1 strongly disagree
2 disagree
3 agree
4 strongly agree

1. The videotape and research guide introduced you to new library resources that you otherwise would have been unfamiliar with. ____ ____

2. The material presented in the videotape was clear. _____

3. If you intend to take additional political science courses, the information presented in the videotape will be helpful in these other courses. _____

(over)

4. Prior to seeing the videotape, were you familiar with how to use:

A)	card catalog	yes	no	(circle one)
B)	periodical indexes	yes	no	(circle one)
C)	government documents	yes	no	(circle one)
D)	technical reports	yes	no	(circle one)

5. Each of the above types of library materials (card catalog, periodical indexes, government documents, technical reports) was covered by a section in the videotape. List the letters of the sections you found to be most informative _____, least informative _____.